

BY-LAWS
OF THE
MONTREAL HOMŒOPATHIC HOSPITAL,
APPROVED BY THE GOVERNORS JUNE 14TH, 1894.

ARTICLE I.

NAME.

The name of this Institution shall be the "Montreal Homœopathic Hospital."

ARTICLE II.

OBJECT.

The object of the Hospital shall be to furnish medical and surgical advice and treatment upon the principles of Homœopathy to all deserving applicants, and also comfortable accommodations for such patients as may require hospital residence during such treatment.

ARTICLE III.

MANAGEMENT.

The affairs of the Hospital shall be managed by a Board consisting of such persons as who may from time to time become or be constituted Life Governors together with twenty elective Governors, ten of whom shall be elected at each annual meeting of the Corporation, for a period of two years. The first twenty elective Governors of the Hospital shall be elected at a special meeting of the Corporation to be held on the 4th Monday of April, 1894. The ten of these Governors who shall receive the highest vote at the said meeting in April shall serve till their successors have been elected at the annual meeting of the Corporation to be held in December, 1895, and the ten who shall receive the next highest number of votes shall serve till the annual meeting of the Corporation to be held in December, 1894. All duly qualified elective Governors shall be eligible for re-election.

ARTICLE IV.

GOVERNORS.

Any person who shall contribute the sum of one hundred dollars or more to the funds of the Hospital at one time shall be constituted a Life Governor.

Any person contributing the sum of fifty dollars to the funds of the Hospital at one time and ten dollars a year for six consecutive years thereafter shall become a Life Governor.

Any person contributing the sum of ten dollars a year to the funds of the Hospital for twelve consecutive years shall thereby become a Life Governor.

Only those who are members of the Montreal Homœopathic Association and who have contributed not less than ten dollars to the funds of the Hospital during the year previous to their election, which contribution shall include their membership fee in the Association, shall be eligible as elective Governors.

ARTICLE V.

ENDOWMENTS.

Any person or Society contributing at any one time the sum of one thousand dollars to the funds of the Hospital shall be constituted a Benefactor, and shall be entitled for the term of ten years to nominate a patient or patients to fill one bed, subject to the approval of the Board of Governors.

Any person or Society contributing at any one time the sum of three thousand dollars shall be constituted a Benefactor and may endow a bed during his lifetime.

Any person or Society contributing at any one time the sum of five thousand dollars shall be constituted a Benefactor and may endow a bed in perpetuity.

Any Society, person or persons, together contributing at any one time the sum of one hundred dollars to the funds of the Hospital shall be entitled during the following year to nominate a patient or patients to fill one bed, subject to the approval of the Board of Governors.

In either case the contributor shall have the right to affix a name to such bed, by a placard conspicuously displayed near the same of a nature to be approved by the Board of Governors.

ARTICLE VI.

ELECTION OF GOVERNORS.

The election of Governors shall be by ballot.

All members of the Montreal Homœopathic Association who have paid all dues and arrears shall have the right to vote for the election of Governors. The votes shall be in the ratio of the amounts contributed to the funds of the Hospital, that is one vote for every five dollars of annual contributions contributed, but in no case shall the individual vote exceed ten in number.

ARTICLE VII.

BOARD OF GOVERNORS.

A quarterly meeting of the Governors shall be held in the Governors' room of the Hospital, or such other place as shall be appointed by the Governors, on the second Thursday in March, on the second Thursday in June, on the second Thursday in September, and on the second Thursday in December in each and every year, at three o'clock p.m. A regular meeting of the board shall also be held on the second Thursday in November in each year at three o'clock p.m. at which the officers of the board shall present for the approval of the Board of Governors a report of the operations and finances of the Hospital for the year passed ending the 31st day of October, such report after receiving the action of the Board to be forwarded to the Secretary of the Montreal Homœopathic Association not later than three days thereafter. Special meetings of the Governors may be called by the President at any time or upon the request in writing of five Governors.

The Life Governors together with those elected, shall choose by ballot, from their number, on the second Thursday after the annual election of Governors in each year, a President and two Vice-Presidents; from their number, or otherwise, a Secretary and a Treasurer;

and also from their number they shall choose by ballot a Committee of Management consisting of ten members eight of whom shall be women. The President, Vice-President and Secretary and Treasurer, shall also be members ex-officio of this Committee. ~~One member of this Committee shall be chosen from the Medical Board,~~ five members shall constitute a quorum.

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Quorum
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The Governors at their meeting on the second Thursday after the annual meeting in each year shall elect for the term of one year by ballot five physicians and a surgeon, who shall be members in good standing of the "College of Homœopathic Physicians and Surgeons of Montreal" and who shall constitute the Medical Board of the Hospital. All candidates for election to the Medical Board shall only be eligible for election when nominated by a Governor and seconded by another Governor. Such nomination to be posted in the Governors' Hall of the Hospital at least two whole days before the day of the election.

Should any vacancy occur in the Medical Board it shall be filled at the next ensuing quarterly meeting of the Board of Governors or at a special meeting of the Board of Governors legally called for the purpose.

Ten Governors shall constitute a quorum for meetings of the Board of Governors.

ARTICLE VIII.

PRESIDENT AND VICE-PRESIDENTS.

The President or in his absence one of the Vice-Presidents shall preside at all meetings of the Board of Governors. In the absence of both of these officers a chairman pro-tempore shall be appointed by the meeting.

ARTICLE IX.

TREASURER.

The Treasurer shall give such security as the Board of Governors may require for the due accounting for the funds which he may from time to time receive for the use of the Hospital.

He shall receive all moneys designed for the maintenance of the Hospital and deposit the same in one of the chartered banks of Montreal. All payments shall be made by cheques on said bank which shall be signed by the chairman of the Committee of Management and Counter-signed by the Treasurer.

ARTICLE X.

THE SECRETARY.

The Secretary shall keep regular minutes of the proceedings of the Board of Governors, and shall conduct all correspondence relating to the Board of Governors and notify the Governors in writing, of all meetings of the Board and shall in consort with the other officers of the Board prepare the annual report of the affairs of the Hospital to be submitted to the Montreal Homœopathic Association.

ARTICLE XI.

COMMITTEE OF MANAGEMENT.

At the first meeting of the Committee of Management after its election it shall organize by electing a chairman to preside at its

meetings, and it shall appoint a secretary or clerk who shall keep minutes of its proceedings in a book provided for the purpose, and also prepare for the Committee a monthly summary of the work of the Hospital based upon the returns and records of the Medical Board and the Lady Superintendent.

At its first meeting the Committee shall also appoint from its members five ladies who shall, with such other associates as they may choose, form the Executive of the Woman's Auxiliary; provided always that such associates shall be members of the Woman's Auxiliary, and that their names shall first be submitted to and approved by the Committee of Management.

The Committee shall also, at its first meeting, appoint from its members a Committee on Finance, who shall be charged with the pecuniary affairs of the Hospital, and the investment of such surplus funds as may be secured for the purpose of permanent endowments and building funds.

It shall also appoint from its members a Committee on the building who shall have especial charge of the Hospital and attend to the necessary care of the same so that it shall constantly be kept in a state of repair. In the case of the necessity of the expenditure of money for such repairs the Building Committee shall report to the Committee of Management for authority for the same.

The Committee of Management shall make a quarterly report upon the affairs of the Hospital to be presented at the quarterly meetings of the Board of Governors.

ARTICLE XII.

WOMAN'S AUXILIARY.

The Woman's Auxiliary shall have power, subject to the approval of the Committee of Management, to enact by-laws for its own government and for the management of the domestic affairs of the Hospital, not inconsistent with these by-laws. It shall, subject to the approval of the Committee of Management, also have power to appoint the Lady Superintendent, nurses and servants of the Hospital, and shall also take charge of the training school for nurses. It shall make through its executive a monthly report of its receipts and expenditures and the condition of the Hospital, and an annual report during the first week in November, covering the months ending 31st day of October in each year.

ARTICLE XIII.

THE MEDICAL BOARD.

The Medical Board of the Hospital shall consist of the whole body of attending and consulting physicians.

It shall be the duty of the Board to advise the Committee of Management, through their secretary, on all matters relating to the interests of the Hospital and the welfare of its inmates.

They shall prescribe and arrange the duties of the Attending Staff and of the House Staff, and, when required, arrange for clinical instruction to students and nurses.

The Medical Board shall examine and select for nomination all applicants for position, *e.g.* House officers, apothecary, etc., and report to the Board of Governors names suitable for appointment.

The members of the Medical Board shall meet on the first Tuesday

of each month and three members shall constitute a quorum.

The first regular meeting of the year shall be the annual meeting, and at this meeting the Chairman and Secretary of the Board shall be elected.

The Medical Board shall appoint committees as follows:—I. Examination, Chairman and two others. II. Medical Supplies and Inspection, Chairman and two others. The duties of these Committees shall be hereafter defined by the Board.

These Committees shall report monthly to the Committee of Management for its approval.

Special meetings of the Medical Board may be called by the Chairman or by the Secretary on the written request of two members.

When not in session the Executive powers of the Medical Board shall be vested in the Chairman and secretary.

ARTICLE XIV.

MEDICAL SUPERINTENDENT.

There shall be an executive officer of the Hospital. He shall be known as the Medical Superintendent, and shall be elected for the term of one year by the board of Governors.

He shall visit the Hospital daily, and personally supervise the House Staff and all employees. He shall have full power to direct them in the discharge of their duties and of enforcing discipline and good order. He may suspend any member of the House Staff or employee for neglect of duty or any act prejudicial to the welfare of the Hospital, reporting his actions immediately to the Committee of Management for approval.

He shall visit all parts of the Hospital once a day and satisfy himself that conditions favorable to the health and comfort of the patients and inmates are complied with in all respects.

He shall counter-sign and approve all admissions and discharges of private and public patients, and see that the monetary and civil interests of the Hospital in such cases are protected.

He shall counter-sign and approve all requisitions to the Committee of Management for Medical supplies and expenditure, and shall personally see that all monies received in the Hospital are delivered to the Treasurer.

He shall admit all patients, classify and place them and shall see that a proper deposit is obtained with each private patient.

He shall place all monies and valuables belonging to patients in the Hospital safe and give a receipt for same.

On decease of patients he shall register name, time of death, and other particulars to be entered in the Hospital Register, and see that the body is properly disposed of. He shall also see that the friends be notified at once.

He shall sign all Medical Certificates of death or otherwise.

The Medical Board shall appoint an acting Medical Superintendent, when the Medical Superintendent is incapacitated from attending to his duties through illness or otherwise, or when absent from the city.

ARTICLE XV.

COMMITTEE OF INSPECTION AND MEDICAL SUPPLIES.

This Committee shall meet at least once a month, make a thorough inspection of the Hospital and its contents and report to the Medical

Board anything detrimental to the interests of the Hospital or the welfare of its inmates.

Requisitions for Medical or Surgical supplies must bear the signatures of the Chairman of the Medical Board and one other member of the Committee.

In the event of two members of the Committee not attending to their duties, the remaining member may act for the Committee, and they shall be held responsible.

All applications for leave of absence must be approved by two members of this Committee.

ARTICLE XVI.

ATTENDING STAFF.

All members of the Attending Staff are required to possess the license and be members of the Montreal College of Homeopathic Physicians and Surgeons.

The Medical Board shall divide the year into services and appoint the members of the Staff.

A register shall be kept by a responsible servant of the Hospital, in which shall be daily registered the names of the Attending Staff, and which shall daily be signed by them with the exact hours of their arrival and departure. This register shall be examined by the Committee of Management each month.

Each member of the Attending Staff shall, during his term of service, attend the Hospital daily or provide a substitute approved by the Medical Board.

In the event of any member of the Attending Staff failing to perform his Hospital duties during his term of service, on six several occasions, such failure shall be considered equivalent to resignation subject to the decision of the Governors of the Hospital at the quarterly meeting.

Private patients paying for private wards shall have the privilege of being attended by their own medical attendant, independent of creed or school, provided such medical man be of good moral and professional character. In such cases the cost of medicines other than Homeopathic shall be borne by the patient.

In the public wards patients shall be attended only by the members of the Attending Staff of the Hospital then on duty of service.

Members of the Attending Staff shall sign all special requisitions for liquors or extra diet. This requisition shall be countersigned by the Medical Superintendent as far as the facilities of the Hospital shall permit.

No surgical operation of grave nature shall be performed without the entire Attending Staff being summoned to consultation. On no account may any operation be performed without the written consent of the patient, or if the nature of the case renders this impossible, of the nearest related person. If operation should be deemed necessary to save life, and the patient or friends decline, the Hospital may refuse further responsibility and discharge the patient.

ARTICLE XVII.

HOUSE STAFF.

For each thirty (30) beds the Board of Governors may elect, on the nomination of the Medical Board, one house officer and one assistant if necessary.

The examination shall be competitive, and the candidate shall hold office according to standing.

The term of service shall be one year; six months as assistant and six months as House officer.

At the expiration of each six months the assistants shall receive appointment to the House Staff according to their work and record.

Special rules and regulations for the House Staff shall hereafter be made by the Medical Board, subject to the approval of the Board of Governors.

ARTICLE XVIII.

LADY SUPERINTENDENT.

The Lady Superintendent shall have complete control of the nurses and employees of the Hospital, subject only to the Medical Superintendent and Committee of Management.

She shall be a regular graduate of an approved Hospital Training School, and shall satisfy the Medical Board of her capacity to superintend the economy of the Hospital, and to suitably and efficiently instruct the pupil-nurses in all the branches of their work.

She shall present a weekly report to the Medical Superintendent of Hospital requirements, she shall have personal charge of all stores, and shall personally see to their distribution and proper use.

She shall see that the meals are properly prepared, and that no waste of Hospital supplies or effects is permitted.

She shall personally inspect all the wards; morning and evening, and see that the nurses perform their duties, and that the wards, beds, linen, baths, etc., are kept in proper order.

She shall personally see that all parts of the Hospital are kept neat and scrupulously clean.

The Medical Superintendent shall see that she has all the help needed for her work, and shall act promptly in upholding her actions when he considers them for the best interests and welfare of the Hospital.

She shall make a report weekly to the Committee of Management on all matters in her province affecting the interests and well-being of the Hospital.

ARTICLE XIX.

WOMAN'S AUXILIARY.

This Society shall be called the Woman's Auxiliary of the Montreal Homœopathic Hospital.

Its object shall be to aid the Governors in the management of the Hospital. Its executive committee shall, subject to the approval of the Committee of Management, have general charge and management of the domestic affairs of the Hospital, with power to appoint the Lady Superintendent, servants and employees of the Hospital, in conjunction with the Medical Staff; it shall also have charge of the Training School for Nurses.

It shall make to the Committee of Management a monthly report of its receipts and expenses, and the condition of the Hospital, and also an annual report.

The officers of the Auxiliary shall be a President, two Vice-Presidents, Secretary and Treasurer, who shall be elected at the annual meeting of the Woman's Auxiliary, and who shall hold their offices until their successors are elected. The persons receiving the highest number of votes shall be declared to be elected for the office voted

for. Vacancies occurring in these offices may be filled at any regular meeting, notice of such intended action having been given in the call for the meeting.

Members shall pay an annual fee of \$2.00 to the Auxiliary.

Members wishing to withdraw from the Auxiliary shall notify the Secretary of such intention.

The President shall preside at all the meetings, and she shall preserve order, state questions and declare the result. When the meeting is equally divided she shall have the casting vote. She shall appoint all Chairmen of committees, except the Executive, subject to the approval of the Committee of Management, and shall discharge all other duties usually belonging to her office.

The Vice-President shall assist the President in the discharge of her duties, and shall officiate in her absence.

The Secretary shall give notice of all meetings, regular or special, two days previously. She shall specify in the notices the reason for convening special meetings, and shall keep the minutes of all the meetings, and conduct, under the direction of the President and the Auxiliary the correspondence of the Auxiliary, and write the annual report.

The Treasurer shall receive and hold all the money coming in any way into the Treasury of the Auxiliary; keep an account of the same, pay all authenticated bills, keep a list of subscribers, the accounts of each member with the Auxiliary, and make a report of all receipts and expenditures at each regular meeting. She shall, as Treasurer of the Woman's Auxiliary, keep a record of all the money received from the Committee of Management, and pay all salaries and wages on approval of the Executive Committee.

The Executive Committee shall consist of the officers of the Auxiliary, the Chairmen of the standing committees and two members chosen from the Auxiliary, subject to the approval of the Committee of Management. This Committee may be called together by the President at any time to transact such business as cannot be deferred until the regular meeting of the Auxiliary. The President and Secretary of the Auxiliary shall conduct the meetings of the Executive. The regular meeting of this Committee shall be held on the third Monday of each month, and five members shall constitute a quorum.

The President shall appoint standing committees, in addition to the Executive, as follows:

- Training School Committee.
- Library Committee.
- Committee on Supplies.
- Furnishing Committee.
- House Visiting Committee.
- Investigating Committee.
- Joint Committee on Sunday Services.
- Diet Kitchen Committee.
- Sewing Committee.
- Nurses and Help Directory.

Meetings shall be held on the third Wednesday of each month, excepting July and August, and seven members shall constitute a quorum. Special meetings may be called by the President when deemed necessary. The annual meeting shall be held at such time as may be deemed advisable by the Executive Committee.

The following shall be the order of business at all regular meetings of the Auxiliary:

- I. Opening Prayer by the presiding officer.
- II. Reading of minutes of previous meeting.
- III. Unfinished business.
- IV. Reading of report of Executive Committee.
- V. Report of Secretary.
- VI. Report of Treasurer.
- VII. Report of Standing Committees.
- VIII. Report of Special Committees.
- IX. Election of Members.
- X. Miscellaneous Business.
- XI. Roll Call.

ALTERATIONS OR AMENDMENTS.

Additions, alterations or amendments to these by-laws may be made by a two-thirds vote at a regular quarterly meeting of the Governors, notice of such having been given in writing at a previous quarterly meeting. Such alteration shall have effect only till the next occurring annual meeting of the Corporation at which it must be reported for confirmation.